

How to Obtain Copies of Criminal Records

<u>Hall of Justice</u> 190-200 West Hedding Street San Jose, CA 95110 T: (408) 808-6600 Hours: 8:30 AM – 4:00 PM	<u>Sunnyvale Courthouse</u> 605 West El Camino Real Sunnyvale, CA 94087 T: (408) 481-3500 Hours: 8:30 AM – 4:00 PM
<u>South County Courthouse</u> 301 Diana Avenue Morgan Hill, CA 95037 T: (408) 695-5000 Hours: 8:30 AM – 4:00 PM	<u>Palo Alto Courthouse</u> 270 Grant Avenue Palo Alto, CA 94306 T: (650) 462-3800 Hours: 8:30 AM – 4:00 PM
<u>San Mateo County Hall of Justice</u> 400 County Center, 4 th Floor Redwood City, CA 94063 T: (650) 363-4302 Hours: 8:30 AM – 4:00 PM	<u>Santa Cruz County Criminal Division</u> 701 Ocean Street Santa Cruz, CA 95060 T: (831) 420-2200 Hours: 8:30 AM – 4:00 PM

Required Information:

In order to obtain copies of your criminal record, you need to know the following:

1. The case number(s) and your date of birth;
2. The approximate date of the case;
3. The name you used when you were arrested;
4. The location of the Court.

If you cannot remember some of the required information, a clerk can help you locate the case.

Certified Copies:

You will need to request a **CERTIFIED COPY** of the **disposition** of your criminal case(s). There is a \$25.00 charge for certified copies. You should also obtain copies of the police report(s) and complaint(s), but these do not need to be certified. Photocopies usually cost \$0.50 per page.

Files in Storage:

Criminal cases from approximately 1997 and earlier are kept in storage and must be ordered. It usually takes about one (1) week for the case to arrive.

Purged Files:

If the records from your criminal case have been purged or destroyed, you must request a letter from the court stating that the record is no longer available and has been purged.